



Distinguished Lecturer Committee Composition, Policies and Guidelines

1. Composition

- a. The Distinguished Lecturer Committee (DLC) should consist of a total of 36 Members, i.e., 20 Standing Members and 16 Regional Members (one from each region)
- b. The Chair, Vice Chair and the immediate past chair who will be an ex-officio member of DLC will constitute the DLC Officers and are chosen from the 36 Standing/Regional Members
- c. All major SPE Technical Disciplines will be adequately represented on the DLC
- d. Every effort will be made to maintain diversity on the panel. This will include a reflection of the major geographical regions in which the SPE has Sections
- e. Every effort will be made to include a significant number of past DLs, but with the limitations listed in Section 4 on Qualifications
- f. The DLC may constitute temporary subcommittees to support its functions

2. DLC Chair

- a. The name of the Chair will be submitted to the SPE President-Elect for approval
- b. Chair's term will begin at ATCE
- c. The tenure as Chair will be for one year
- d. The DLC Chair in conjunction with the DL Program Manager will serve as the main point of communication between the DLC and SPE leadership

3. DLC Vice Chair

- a. The VC is selected by the DL Officers
- b. VC's term will begin at ATCE
- c. The VC will become Chair after one year
- d. The tenure as VC will be for one year
- e. This individual is one who has actively participated in all aspects of the DLC, has attended most committee meetings and can attend meetings for the next two year period

4. Members: Qualifications

- a. All DLC Members must be members of the SPE in good standing
- b. All DLC potential Members should have at least five years of work experience in the major discipline they will represent. Experience in additional disciplines will be a bonus.
- c. A list of interested participants on the DLC is compiled from two areas, i.e. 1) the SPE Volunteer Data base 2) SPE members contact the DL Manager
- d. Recommended Members are determined by the officers of the DLC after reviewing the remaining disciplines and locations of remaining DLC
- e. Recommendations are submitted to the SPE President Elect for approval
- f. Those approved are invited to be on the DLC for three years
- g. A current SPE Board member or one who has not been off the SPE Board for two years cannot be on the DLC
- h. An SPE Distinguished Lecturer (DL) cannot be a member of the DLC for two years after their tenure as a DL is over
- i. An SPE DLC member cannot be a DL for one year after their tenure as a DLC is over
- j. Term will begin at ATCE for a tenure of three years

5. Regional Members: Qualifications

- a. The Regional Members will adhere to the same qualifications as the Members
- b. Each of the 16 Regional Directors submits an SPE member from their region to represent them on the DLC
- c. Each Regional Member will serve on the DLC for one year. At the end of each year, the Regional Director can retain his/her current Regional Member if they desire and the Regional Member agrees.
- d. Term will begin at ATCE for a term of one year

6. Obligations and Responsibilities of Committee Members

- a. Attend at least one committee meeting per year
 - i. Participate in person at the May's Potential Lecturer (PL) Selection meeting
 - ii. Participate in person at the September/October Presentation Review meetings which are held at ATCE and/or Europe where the final selection process is made
- b. The DLC Chair in consultation with the DLC will nominate sub-committee representatives on the Technical Director's Advisory Committees
- c. The DLC Chair in consultation with the DLC will nominate sub-committee representatives on any other Committee the SPE leadership seeks DLC input
- d. Solicit at least one Lecturer nomination from the member's area of technical interest
- e. Actively participate in the evaluation process by reviewing abstracts, biography and preliminary slides of DL nominees in the member's technical area
 - i. Be prepared to work as a DLC contact for two/three nominations/PLs/Lecturers preferably, but not necessarily, in their selected technical area
 - ii. Evaluate and provide comments regarding the Abstract, PowerPoint Presentation and qualifications of the DL nominees and other nominees as time permits
 - iii. Contact the persons who gave recommendations for the assigned nominee(s) to confirm the nominee's qualifications
 - iv. Once the nominee is selected as a Potential Lecturer, provide feedback, answer questions and assist in whatever way possible to prepare them for the Fall Presentation Review meetings
 - v. Once the PL is selected as a DL provide whatever assistance and support is needed to finalize any modifications in a timely manner as requested by the Committee
 - vi. Provide on-going contact with the DL during their tours to identify any issues the Lecturer may have and especially provide feedback about content and performance, with particular attention to whether the DL may have altered their presentation in any manner potentially unacceptable to the Committee
 - vii. Advise the DL, Chair and Program Manager if the Lecturer has made unacceptable changes and is unwilling to incorporate the recommendations.
- f. If a DLC member does not participate as indicated as above, the DL Chair will contact the member to discuss and determine if termination is in order. If so, a letter from the Chair will be sent to the member
- g. If a Regional Member does not participate as indicated as above, the DLC Chair will contact the Regional Director to discuss termination. Regional Director has the right to assign another Regional Member for the remainder of his/her term

7. Conduct of DLC Members

- a. Maintain absolute professionalism at all times, which includes components of conduct and attire
- b. Conduct unbecoming of a SPE Distinguished Lecture Committee member include, but are not limited to:
 - i. Inappropriate argumentation with DL, PL or nominees, other DLC members or the Program Manager
 - ii. Inattentiveness during meetings and presentations.
 - iii. Disruptive behavior prior to, during or after meetings
- c. The attire of an SPE DLC member must reflect the special station, calling and responsibility accorded to them by the Society of Petroleum Engineers. Thus, attire must conform to the norms of the cultures in which the Committee member is working. The attire will:
 - i. Broadly be recognized as "business" attire, either "casual" or "formal", depending on the circumstances of the particular occasion
 - ii. Not exhibit ANY commercial, corporate or academic affiliations of the Committee member
 - iii. Be modest, not ostentatious, and cognizant of the sensitivities of each audience
- d. All discussions are totally confidential and are not to be shared with anyone outside the DLC. Selection/non-selection decisions are not to be discussed outside the DLC until official announcements are made.

8. DLC Charge

- a. The DLC charge approved by the SPE Board on Membership in June 2010 has been incorporated into this document

Distinguished Lecturer Committee Member/
Regional Member

Date
